

UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

008

JOB VACANCY

February 6, 2004

OPEN TO: All Interested Candidates

POSITION: **DEVELOPMENT ASSISTANCE ASSISTANT
(C-004)**

CLOSING DATE: **Tuesday, February 17, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 8 – Col. Ps. \$30,450,598.00 per year

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "vacantes" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

- Outside applicants must submit the employment application to the Embassy receptionist.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Development Assistance Assistant in the USAID (United States Agency for International Development).

BASIC FUNCTIONS OF POSITION

This position is located in the Front Office, USAID/Colombia. The primary purpose of this position is to assist the Deputy Mission Director in carrying out a full range of monitoring, administrative and information-gathering tasks in support of the Mission's portfolio and special concerns of Washington and the Embassy. Prepares a variety of program and other documents in final with responsibility for format, etc., from drafts provided by the Deputy Mission Director or based on guidance of the DMD. Obtains clearances, controls, tracks and files a variety of project and program documents and material for the Embassy Front Office, Washington, and high level visitors and resolves problems encountered in connection with these. Manages the office correspondence. Receives, distributes and tracks action items. Translates documents from English to Spanish and vice-versa. Makes appointments and keeps the Deputy Mission Director's calendar, in coordination with the Director's calendar. Sets up meetings with counterparts and coordinates with the Technical Offices, arranges for conference rooms, etc. Makes extensive travel arrangements for the Deputy Mission Director. Performs program and activity administrative and technical support duties requiring a knowledge of USAID development assistance documentation procedures and requirements, and the Colombian government's policies, programs and procedures related to the USAID Mission's efforts in Colombia. High degree of judgment and discretion is required, as well as fluent Spanish working level. English, and computer skills including office calendar, and databases.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Incumbent serves as the principal liaison between the USAID/Colombia Deputy Mission Director and the Mission staff and outside private and public sector contacts. In this capacity, he/she exercises judgment in passing on information (memos, letters, etc.) and telephone calls to the Deputy Mission Director or in determining that another officer is responsible for action. The incumbent also is

responsible for prioritizing the flow of communications to the Mission Director and prioritizes the need for actions. Escorts and greets visitors who have meetings with the Deputy Mission Director.

- B. Keeps currently knowledgeable on Mission's portfolio of projects, ongoing and proposed. Keeps track of developments in each Strategic Objective and develops an understanding of the impact of each. Contributes to, and prepares, assessment reports for the Deputy Mission Director as required. Reads staff member's trip reports, partner's quarterly and interim reports and other reports and all pertinent correspondence.
- C. Meets with GOC and other public and private sector officials to obtain published and unpublished information on assigned subjects. Develops briefing papers on project activities and keeps these up to date in both electronic and hard copy. Provides briefings to consultants, visitors, and others as required. Assists in discussions with grantees and contractors and prepares memoranda of such discussions, including any actions taken or recommended, for staff information and review.
- D. At the request of the Deputy Mission Director, attends and participates in meetings on project and administrative activities. These meetings include officials of the Colombian Government, partners, other donors, non-governmental organizations (NGOs) and representatives of implementing contractors and grantees. Notes decisions or commitments made and actions assigned. Follows up with SO Team members to ensure that assigned actions are carried out in the agreed-upon timeframe. Provides the DMD a status report on all ongoing actions on request. May assist higher-level personnel in negotiating the clearance of project documents through host-government channels by following up on delayed documents, answering factual questions about clearances and processing requirements. Organizes and attends and participates in seminars and workshops and different events.
- E. Prepares domestic and international travel requests for the Deputy Mission Director, follows-up with the travel agency, and assures that the Deputy Mission Director has on-time tickets and all other necessary documentation. After the trip is completed, ensures that the voucher is completed and filed appropriately.
- F. Ensures that files maintenance, clearances, cables, reports, etc. are in accordance with USAID procedures. Reviews documentation received and determines distribution to the Mission staff or the

supervisor. Exercises quality control over all documentation and project/program correspondence. Drafts negative responses to unsolicited proposals that fail to meet the Mission's criteria and letters advising others of additional information or documentation required.

- G. Serves as back up for the Mission Director's Administrative Assistant, in her absence the incumbent is responsible for the Front Office tasking list assigned to the Mission. Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: At least three years of progressively responsible experience in development assistance or related work is required. Experience is required in the collection, analysis and presentation of information. In the absence of a university degree, an additional two years of experience is required.
- c. Language Proficiency: Level IV (fluent) English ability and equivalent in Spanish is required.
- d. Knowledge, Abilities and Skills: Must have knowledge of host country socio-economic conditions and a good understanding of the Colombian conflict. A thorough knowledge of USAID/Colombia's policies, goals and procedures is essential. Must be thoroughly familiar with USAID documentation preparation and processing. Must have a thorough knowledge of good office practices, including the preparation of correspondence, maintenance of file systems, etc. Must have strong interpersonal skills, tact, diplomacy, discretion and customer service are required. Must be able to juggle competing demands and re-prioritize work accordingly. Must have the ability to work on own initiative and independently, while also being able to work as a team member. Must have the ability to obtain, analyze, and organize and interpret data and present findings in both oral and written form. Must be able to prepare precise and accurate reports; and to develop and present briefings. Must have demonstrated the ability to develop and maintain working-level contacts in host governments in the region, especially in those GOC Ministries and other entities concerned with programs related to Mission's portfolio. Skills in the operation of computers and software program applications, such as ArcView, PowerPoint, Excel or other database software, and word processing programs are necessary.

DESIRED QUALIFICATIONS:

Education: A bachelor's degree or local equivalent in International Relations, Public Administration, Business Administration, or a related field is highly desirable.

Knowledge, Abilities and Skills: An understanding of international organizations' activities, objectives and programs is highly desirable.

ADDITIONAL INFORMATION:

Post Entry Training: On-the-job training, and available training on USAID program/project related topics.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:
02/17/04**

DISTRIBUTION: "BB"